

How to Use the No.2 Heating Oil Contract

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| Contract #: ENE34 | Contract Duration: 10/01/15 – 05/31/16 |
| MMARS #: ENE34* | Options to renew: None |
| Contract Manager: Maureen Barends 617-720-3155 | maureen.barends@state.ma.us |
| UNSPSC Code: 15-10-17, 15-10-18 | |
| Last change date: 10/07/2015 | |

Contract Summary

This contract is for the purchase and delivery of No.2 Heating Fuel. Bio-heat is available in Zones 1, 2 and Zone 3 for will-call only with a minimum 500 gallon delivery. This is not a fixed-price contract; it is an indexed price contract. Price changes daily. See pricing and buying details below. New Entities wishing to participate in this contract must make arrangements with the appropriate awarded vendor prior to October to be included in the upcoming heating season and must remain with the vendor for the duration of the heating season (Oct-Mar). Vendors have been directed to request this commitment in writing. After October, new entities are added at the discretion of the vendor.

Benefits and Cost Savings

- Competitive Pricing
- Qualified and Experienced Vendor(s)
- Prompt Pay Discount
- Lower differential pricing for the purchase of 8,000 gallons or more

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
08. Other states and territories with no prior approval by the State Purchasing Agent

required; and

09. Other entities when designated in writing by the State Purchasing Agent.

How to Use the Contract

Check the Zone listing (on page 5) to determine the city or town where you will have the No.2 Heating Oil delivered. Contact the vendor responsible for that Zone to discuss locations, account requirements and arrange for delivery. The contract covers eight zones across the state. Each zone has one awarded contractor. These contractors are responsible for servicing the eligible users within that zone.

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct, outright purchases.

Pricing and buying details:

Contract ENE34 calls for the delivery of No.2 Heating Oil to be purchased at a fixed differential price to be applied to the average of the high and low wholesale Boston Price as published daily in the Journal of Commerce.

Total Price per Gallon = Daily Commodity Price + Applicable Differential Price
(Additional taxes and federal environmental fees to be billed as separate line items on invoices)

Verifying the Commodity Price:

The Procedure for verifying the Daily Commodity Price on COMMBUYS is as follows:

- Go to www.commbuys.com
- Click on “Contract & Bid Search” on the log-in page
- Click the radio button for Contracts/Blankets
- In the Contract/Blanket Description field, type in ENEFY16 Daily Pricing Index
- Then click “Find It” (note: hitting Enter won’t work, you have to click Find It)
- Under attachments open the file for the date you would like to view

The Less Than Truckload Differential (LTL) pricing is applicable for all deliveries under 8,000 gallons. The Truckload Differential (TL) pricing is applicable for deliveries of 8,000 gallons or more.

Pricing Effective 10/01/15.

| Zone | Vendor | Prompt Payment Discount (PPD) | LessThan Truckload Differential | Truckload (8,000 +) Differential |
|------|----------------------|-------------------------------|---------------------------------|----------------------------------|
| 1 | Dennis K. Burke Inc. | 1.0 - 10 Days | .1187 | .0479 |
| 2 | Global Montello | .25 – 10 Days | .1709 | .0437 |
| 3 | Peterson Oil | .25 – 10 Days | .1250 | .0315 |
| 4 | Peterson Oil | .25 – 10 Days | .3500 | .0775 |
| 5 | Global Montello | .25 – 10 Days | .1513 | .0487 |
| 6 | East River Energy | .0013 – 10 Days | .1744 | .0699 |

| | | | | |
|---|-----------------|---------------|-------|-------|
| 7 | F.L. Roberts | N/A | .2970 | .1989 |
| 8 | Global Montello | .25 – 10 Days | .3374 | .0974 |

Bio-Heat (An EPP Product) is available for Zones 1, 2, 3 for Will Call Accounts only with a minimum delivery of 500 gallons.

| Zone | Vendor | PPD | B5 Bio-Heat Diff. |
|------|----------------------|---------------|-------------------|
| 1 | Dennis K. Burke Inc. | 1.0 – 10 Days | .1939 |
| 2 | Global Montello | .25 – 10 Days | .1709 |
| 3 | Peterson Oil | .25 – 10 Days | .1250 |

The following additional taxes and federal environmental fees to be billed as separate line items on invoices:

- Federal Leaking Underground Storage Tank (LUST): \$.001 per gallon
- Federal Oil Spill Liability Trust Fund: \$.0019 per gallon
- Massachusetts Uniform Oil Response Fee: \$.00119 per gallon
- NORA Fee: \$0.0020 per gallon (new 10/01/14)

Vendor List and Contact Information

Vendor Contact Information

Zone 1

Company: Dennis K. Burke Inc.
Address: 284 Eastern Ave., Chelsea, MA 02150
Contact: Joe Cote
Phone-Business Hours: (800) 289-2875
Fax: (617) 249-0239
E-mail: joe.cote@burkeoil.com
After Hours Contact: Dispatch
After Hours Phone: (800) 289-2875

Zone 2, 5 & 8

Company: Global Montello
Address: 800 South Street, Waltham, MA. 02254-9161
Contact: Bids Department (Christina Fortin, Katie Doherty, Steve Marcello)
Phone-Business Hours: (781) 398-4259
Fax: (781) 398-4164
E-mail: bids@globalp.com
After Hours Contact: Curtis LeColst
After Hours Phone: (800) 826-5686

Zone 3, 4

Company: Peterson Oil Service Inc.
Address: 75 Crescent Street, Worcester, MA. 01605
Contact: Wendy A Renzi
Phone-Business Hours: (508) 368-1000

Fax: (508) 368-1159
E-mail wrenzi@petersonoil.com
After Hours Contact: Howard Peterson
After Hours Phone: (508) 368-1000/ (508) 688-4728

Zone 6

Company: East River Energy
Address: 401 Soundview Road, Guilford, CT. 06437-0388
Contact: Maryanne E. Little
Phone-Business Hours: (800) 336-3762
Fax: (203) 453-3899
E-mail mel@eastriverenergy.com
After Hours Contact: Commercial Dispatch Department
After Hours Phone: 800-336-3762

Zone 7

Company: F.L. Roberts & Co., Inc.
Address: 93 West Broad Street, Springfield, MA. 01102
Contact: Tim Casey
Phone-Business Hours: (413) 642-9151
Fax: (413) 781-8185
E-mail tcasey@flroberts.com
After Hours Contact: Tim Casey
After Hours Phone: (413) 781-7444

Summary of Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up as a line item catalog in COMMBUYS with specific pricing for line items identified.

There are five vendors on this contract and each vendor has been assigned a unique Master Blanket Purchase Order (PO). Vendor(s) differential prices are located on the description for each line item identified with the Master Blanket Purchase Order.

How to place an order

Contract Users should continue to place orders in the normal fashion by contacting the appropriate vendor. Orders should not be placed through COMMBUYS. The order should be recorded once invoices are received using the RPA Release function.

This contract has RPA Release enabled to allow contract users to capture spend after-the-fact associated with this contract. Contract Managers have carefully selected the contracts that would qualify for RPA Release transactions. Typically this is due to system or process impracticality and/or emergency situations preventing the standard COMMBUYS purchase order processes from being followed to process paper invoices. For more details please consult the COMMBUYS Policy Document.

Once the paper invoice for the goods or services is received by the agency, follow the directions in the [RPA Release Job Aid](#) located at Job Aids for Purchasers when entering the information into COMMBUYS; use

below guidance for entering items off of the paper invoice and into a Release Requisition in the “Items” Tab:

1. Follow directions in RPA Release Enabled Requisition Job Aid until you come to the Search field in the “Items tab.”
2. In the “Items” tab Search field, type in the following to get the items: contract description (“ENE34”), and the vendor name.
3. Select the appropriate catalog line; two lines should be added, tax line and gallon line.
4. In the line for the gallons, enter the total gallons received in the Quantity and the total price in the Unit Price. **The total price should not include taxes.**
5. In the line for taxes, enter 1 in the Quantity and enter the total amount of taxes in the unit price.
6. Enter accurate invoice numbers in the mandatory Invoice Number field for each item.
7. Attach scanned copies of all records pertaining to order placement (could be an unofficial email quote), the receipt of goods or services, and the final invoice in the “Attachments” section.
8. The final invoice amount should match the Release Requisition total on the Summary tab.

Enter only one invoice per Release Requisition.

Where to find complete ENE34 contract information on COMMBUYS

If full statewide contracts details are required please refer to ENE34 files listed under the Conversion [C126320-vCurrent](#) link. This link provides the entire detailed information as it relates to the statewide contract RFR, award information and specification

Zone Listing

| Zone 1 | Zone 2 | Zone 3 | Zone 4 | Zone 5 | Zone 5 | Zone 6 | Zone 7 | Zone 8 |
|--|---|--|--|--|---|---|--|---|
| ARLINGTON BELMONT BOSTON BRAINTREE BROOKLINE BURLINGTON CAMBRIDGE CANTON CHELSEA COHASSET DEDHAM DOVER EVERETT HINGHAM HOLBROOK HULL LEXINGTON LINCOLN MALDEN MEDFORD MELROSE MILTON NEEDHAM NEWTON NORWOOD QUINCY RANDOLPH REVERE SAUGUS SOMERVILLE STONEHAM WAKEFIELD WALTHAM WATERTOWN WELLESLEY WESTON WESTWOOD WEYMOUTH WILMINGTON WINCHESTER WINTHROP WOBBURN | AMESBURY ANDOVER BEVERLY BOXFORD DANVERS DRACUT ESSEX GEORGETOWN GLOUCESTER GROVELAND HAMILTON HAVERHILL IPSWICH LAWRENCE LOWELL LYNN LYNNFIELD MANCHESTER MARBLEHEAD MERRIMAC METHUEN MIDDLETON NAHANT NEWBURY NEWBURYPORT NORTH ANDOVER NORTH READING PEABODY READING ROCKPORT ROWLEY SALEM SALISBURY SWAMPSCOTT TEWKSBURY TOPSFIELD WENHAM WEST NEWBURY | ABINGTON ACUSHNET ATTLEBORO AVON BERKLEY BRIDGEWATER BROCKTON CARVER DARTMOUTH DIGHTON DUXBURY EAST BRIDGEWATER EASTON FAIRHAVEN FALL RIVER FOXBOROUGH FREETOWN HALIFAX HANOVER HANSON KINGSTON LAKEVILLE MANSFIELD MARION MARSHFIELD MATTAPOISETT MEDFIELD MIDDLEBOROUGH NEW BEDFORD NORFOLK NORTH ATTLEBOROUGH NORTON NORWELL PEMBROKE PLAINVILLE PLYMOUTH PLYMPTON RAYNHAM REHOBOTH ROCHESTER ROCKLAND SCITUATE SEEKONK SHARON SOMERSET STOUGHTON SWANSEA TAUNTON WALPOLE WAREHAM WEST BRIDGEWATER WESTPORT WHITMAN WRENTHAM | BARNSTABLE BOURNE BREWSTER CHATHAM DENNIS EASTHAM FALMOUTH GOSNOLD HARWICH MASHPEE ORLEANS PROVINCETOWN SANDWICH TRURO WELLFLEET YARMOUTH | ACTON ASHLAND AUBURN AYER BARRE BEDFORD BELLINGHAM BERLIN BILLERICA BLACKSTONE BOLTON BOXBOROUGH BOYLSTON BROOKFIELD CARLISLE CHARLTON CHELMSFORD CLINTON CONCORD DOUGLAS DUDLEY DUNSTABLE EAST BROOKFIELD FRAMINGHAM FRANKLIN GRAFTON GROTON HARDWICK HARVARD HOLDEN HOLLISTON HOPEDALE HOPKINTON HUBBARDSTON HUDSON LANCASTER LEICESTER LITTLETON MARLBOROUGH MAYNARD MEDWAY MENDON MILFORD MILLBURY MILLIS MILLVILLE NATICK NEW BRAINTREE NORTH BROOKFIELD NORTHBOROUGH NORTHBRIDGE | OAKHAM OXFORD PAXTON PEPPERELL PETERSHAM PRINCETON RUTLAND SHERBORN SHIRLEY SHREWSBURY SOUTHBOROUGH SOUTHBRIDGE SPENCER STERLING STOW STURBRIDGE SUDBURY SUTTON TYNGSBOROUGH UPTON UXBRIDGE WARREN WAYLAND WEBSTER WEST BOYLSTON WEST BROOKFIELD WESTBOROUGH WESTFORD WORCESTER | ASHBURNHAM ASHBY ATHOL BERNARDSTON BUCKLAND CHARLEMONT COLRAIN DEERFIELD ERVING FITCHBURG GARDNER GILL GREENFIELD HAWLEY HEATH LEOMINSTER LEVERETT LEYDEN LUNENBURG MONTAGUE NEW SALEM NORTHFIELD ORANGE PELHAM PHILLIPSTON ROWE ROYALSTON SHELburne SHUTESBURY SUNDERLAND TEMPLETON TOWNSEND WARWICK WENDELL WESTMINSTER WINCHENDON | AGAWAM AMHERST ASHFIELD BELCHERTOWN BLANDFORD BRIMFIELD CHESTER CHESTERFIELD CHICOPEE CONWAY CUMMINGTON EAST LONGMEADOW EASTHAMPTON GOSHEN GRANBY GRANVILLE HADLEY HAMPDEN HATFIELD HOLLAND HOLYOKE HUNTINGTON LONGMEADOW LUDLOW MIDDLEFIELD MONSON MONTGOMERY NORTHAMPTON PALMER PLAINFIELD RUSSELL SOUTH HADLEY SOUTHAMPTON SOUTHWICK SPRINGFIELD TOLLAND WALES WARE WEST SPRINGFIELD WESTFIELD WESTHAMPTON WHATELY WILBRAHAM WILLIAMSBURG WORTHINGTON | ADAMS ALFORD BECKET CHESHIRE CLARKSBURG DALTON EGREMONT FLORIDA GREAT BARRINGTON HANCOCK HINSDALE LANESBOROUGH LEE LENOX MONROE MONTEREY MOUNT WASHINGTON NEW ASHFORD NEW MARLBOROUGH NORTH ADAMS OTIS PERU PITTSFIELD RICHMOND SANDSFIELD SAVOY SHEFFIELD STOCKBRIDGE TYRINGHAM WASHINGTON WEST STOCKBRIDGE WILLIAMSTOWN WINDSOR |